

City of Willoughby Hills
Planning and Zoning Commission
&
Architectural Board of Review

MEETING MINUTES
August 6, 2020

Remote Meeting via Zoom ID: 844-2815-0343

CALL TO ORDER: 7:00 P.M.

PRESENT: Chairman Tom Elliott, Vice Chairman John Lillich,
Council Representative Tanya Taylor Draper, James Shannon,
Ron Lewis, Jr. and Daniel N. Biondolillo

ABSENT: Mayor Andy Gardner

Clerk: Katherine Lloyd, Clerk

MOTION: John Lillich moved that Board excuse the absence of Mayor Gardner from tonight's meeting.

Seconded by James Shannon.

VOTE: 6 AYES. Motion Passes. The Mayor is excused.

Also Present: BZA Representative Frank Cihula, City Engineer Pietro DiFranco

Also Present in Zoom remote meeting: Representatives for each of the scheduled projects and other interested parties.

Chairman Elliott stated that approval of a project is just one of the many steps necessary to get a building permit. The signed papers from tonight will be at the Building Department tomorrow. However, the Building Department will be closed. The papers can be picked up Monday morning after 8:00.

Correspondence:

- Email dated 7/17/20 from Asst. City Engineer Trepal RE: 27306 White Rd - House Addition.
- Email dated 7/23/20 from Asst. City Engineer Trepal RE: 2773 Rockefeller Rd. – In-Ground Pool.
- Email dated 7/30/20 from Asst. City Engineer Trepal RE: 37101 Eagle Rd - Addition to Single Family Home.
- Email dated 7/24/20 from Gloria Majeski RE: CITY ROSTER - updated – 07/24/20.docx
- Email dated 7/23/20 Council Clerk Joanne Monaco RE: Zoom Setup for PCABR 8/6/20 meeting.
- Email dated 7/30/20 to News-Herald and Communications RE: PCABR 8/6/20 remote meeting -Zoom Access ID: 844-2815-0343.

Disposition of Minutes

July 16, 2020

MOTION: John Lillich moved to accept the Minutes of July 16, 2020 as presented.

Seconded by Councilwoman Taylor Draper.

VOTE: 6 AYES. Motion Passes.

Minutes of July 16, 2020 are approved.

ARCHITECTURAL BOARD OF REVIEW

Public Portion opened at 7:06 p.m.

No Public Comment.

Public Portion was closed at 7:07 p.m.

1. Susan Payne

Owner: Same

Architect: CM Consulting Group

Engineer: N/A

27306 White Rd – Addition to Single Family Home – 31-A-007-C-00-004-0

Plans received by City Engineer 7/15/20

Plans reviewed by City Engineer 7/17/20

A plan packet of this project was provided to each of the Commission members prior to this evening's discussion by the presenters.

Present: Joseph Caulderwood, Architect

City Engineer Comments:

- They propose an addition to the right side of the building as viewed from the street as well as on the left side a small addition. They are meeting all the existing house colors and materials.
- The existing house has a painted exposed block foundation which they propose to match.
- Other than that, it conforms to Code. We recommend approval.

Owner/Representative Comments:

- We have three projects. The small addition to the left is a will be a mudroom, a powder room and a small covered porch adjacent to the current stairs.
- On the right side is a new master suite with a new bedroom, bathroom and walk-in closet along with a deck to the right of the new structure.
- In the back, we are updating some windows, replacing some doors with updated patio doors and larger windows that go into the existing kitchen and dining room.
- All colors will match. The siding material will be a Hardy siding the same size as what is currently there. We will paint the block. All the shingles with match to existing. All trim and windows will be white as pictured.

Board Comments:

(Elliott) What is the existing block painted with? *The new foundation will be painted with a paint sealer with a flat finish that will match. It is a waterproofing paint, like a drylock? Yes, it is a cement wash with with a drylock sealer on it.*

(Shannon) Are those shutters on the wide windows adjoining the main entrance of the existing house? *There are no shutters. There is wide trim around the window. There is a bay window on the first floor. The entry door has two side lights that are matching to the door. They are shown generically because they are existing doors.*

(Lillich) They have answered all the questions we normally ask. It will be a nice addition to the home.

(Lewis) Why is the siding on the left side lower than the rest of the siding?

On the right side there is a crawl space as shown on the plan. On the left side it is slab on grade because on the left side there is a set of stairs that come out of the existing side of the house which is almost a ground level. It was made slab on grade because it is only eight inches off the ground.

(Lewis) It is a good addition to the neighborhood.

MOTION: John Lillich moved that Board approve the Addition to Single Family Home at 27306 White Rd. as presented
Seconded by Ron Lewis.
VOTE: 6 AYES. Motion Passes.

The signed paperwork will be at the City Building Department.
It can be picked up Monday morning.

2. James and Terri Hoelting

Owner: same

Agent/Contractor: Paradise Pools

Architect: TBD

Engineer: TBD

2773 Rockefeller Rd. – In-Ground Pool - PPN: 31-A-006-R-00-002-0

Plans received by City Engineer 7/22/20

Plans reviewed by City Engineer 7/23/20

Present: James and Terri Hoelting

Owner/Representative Comments:

No Comments

City Engineer Comments:

- They propose an in-ground pool in the rear yard surrounded by a fence with lockable gates.
- The pool equipment on the left side of the house screen by landscaping. The neighbor also has a 6-foot high board on board fence so the equipment will not be visible to them at all.
- Drainage goes toward the rear which slopes naturally toward the rear property.
- Everything conforms to Code. We recommend approval.

Board Comments:

No Comments

MOTION: James Shannon moved that Board approve the Addition– In-Ground Pool at 2773 Rockefeller Rd. as presented
Seconded by Councilwoman Taylor Draper.
VOTE: 6 AYES. Motion Passes.

The signed paperwork will be at the City Building Department.
It can be picked up Monday morning.

3. Mitchell Weisbarth

Owner: same

Agent/Contractor: TBD

Architect: John D Stopp, Architect

Engineer: TBD

37101 Eagle Rd - Addition to Single Family Home - 31-A-010-E-00-002-0

Plans received by City Engineer 7/28/20

Plans reviewed by City Engineer 7/30/20

A plan packet of this project was provided to each of the Commission members prior to this evening's discussion by the presenters.

Present: John D Stopp, Architect

City Engineer Comments:

- It is a second story addition to the existing house as well as a covering over the front porch.
- Everything conforms to Code, except the front porch.
- The house is less than 75 feet from the front setback which does not conform to Code. However, it is an existing condition. The neighboring houses are also near the street.
- Code allows approval per Section 1133.04 because of the existing condition and neighboring homes.
- Therefore, we recommend approval.

Owner/Representative Comments:

- The existing house is a bungalow. We will take off the back half of the roof to put on the second floor addition. It will trace the space. That will provide room for the master suite. It will be like a reverse saltbox. The plate will be on the first floor and the second story wall will be on the back side.
- There was an existing upstairs bathroom. They are trying to save the plumbing as it becomes part of the master suite.
- The mechanical room currently in the attic will be on the second floor.
- Dormers are existing. They will be re-trimmed to match the new details.
- Front half of the house is existing. There will be new rafters for the side set.
- The existing garage will be re-trimmed like the new dormer trim.
- They are adding the little pergola/gate between the garage and house.

Board Comments:

(Lewis) It is very nice having the framing on the plans. *We are framing the front half also with micro-lance. The knee wall and the dormers will stay. There was an existing sunroom on the back of the home. The addition will go over the sunroom. It will be an extension off their bedroom.*

(Elliott) You are raising the chimney 2 feet above the peak? *Yes, it will match that brick. Very nice.*

(Elliott) Is that a utility stack or a wood fireplace? *(Applicant) It is a gas fireplace.*

(Lewis) *Are you adding a basement? Basement is already there. We are not adding any additional foundation. There is an existing concrete stoop by the front door and a deck in the front area. We are replacing that with a new covered entry way on two posts.*

(Elliott) What are you adding in square footage? *330 SQ FT on the second floor.*

MOTION: Dan Biondolillo moved that Board approve the Addition to Single Family Home at 37101 Eagle Rd.

Seconded by John Lillich.

VOTE: 6 AYES - Motion Passes.

The signed paperwork will be at the City Building Department.
It can be picked up Monday morning.

Architectural Board of Review closed at 7:27 p.m.

PLANNING COMMISSION

Public Portion opened at 7:27 p.m.

Public Portion was closed at 7:28 p.m.

Planning Commission closed at 8:12 p.m.

Unfinished Business:

None.

New Business:

Master Plan Review Meeting held last night at 6:00 P.M.

- Mr. Lobe spoke to us about the importance of the Master Plan and things to look for as we go forward. It was a good kick off meeting.
- Mr. Lillich has seen helpful statistics on the County Website.
 - He looked at Population since 2000.
 - There are the Income and Poverty Levels within and compared with surrounding communities
 - He was looking at Big Box stores within Lake County and a little bit in Cuyahoga County with an eye toward Shoppes of Willoughby Hills and the relationship of the Shoppes to those stores. Shoppes of Willoughby Hills is within a 3-3 ½-mile radius of some of them. If those stores are going to survive, there is a lot of that type of retail shopping very close by.
 - There is a lot more to look at and a lot of room for analysis.
- Mr. Elliott suggested that Board continue checking out what is available on the County website.
 - Under Population. there are population estimates, population growth, the age of the population in different cities, which is a great tool to look at.
 - School Enrollment within our community as well as within other communities.
 - There is a lot of great information that we have access to at no cost.

Advertising about LaSalle Furniture

Mr. Shannon asked about the boundaries for a car with a super structure advertising sign on both sides that parks in different spaces around the parking lot. Is that permitted? It seems to be a bit garish. He asks if regulations about that type of sign.

Mr. DiFranco: As long as the car moves around and changes parking locations within time limit it does not go against the code regulating parking commercial vehicles in the front. If they violate that, we send them a Violation Letter. But that takes a lot of time from departments in the City that have other pressing priorities.

Businesses that have signs in the ground

Councilwoman Taylor Draper asked about the signs or posters or banners in the ground advertising business hours or sales.

Mr. DiFranco: The City has ordinance about the size of signs. It depends on the type of sign.
Mr. Lillich: They could apply for a temporary sign.

Mayor's Report:

No report tonight

Council Representative's Report (Tanya Taylor Draper):

No report at this time. Council is in recess.

Building Commissioner's Report (Pete DiFranco)

Mr. DiFranco is working with the Law Department on several ongoing issues.

- Amazon trucks parked on the south side of Chardon Road- Lawyers have been communicating. There were given an extension but they are on their way out.
- Court Cases
 - Dodd Road where the trees were cut. It is in Mayor's Court. He was given a continuance. It is ongoing.
 - Beech Hills where work was done without permit. It is in Mayor's Court. It was given a continuance. It is ongoing.

BZA Representatives Report (Frank Cihula)

- They did a good job last night at the Master Plan meeting. Mr. Lobe did a good job of explaining it.
- Previous Master Plan Review – the Clerk kept a running file of everything. As the Board covered various areas, it was updated.

Chairman's Report:

- Master Plan – Thank you all for the meeting last night, August 5, 2020. It was a good way to start. We have our work cut out for us. It is good to have an experienced crew to work with. Thank you again.
- The next meeting will be on Wednesday, August 19, 2020 at 6:00 p.m. Watch for the notice. Hoping everyone can be there.

Adjournment

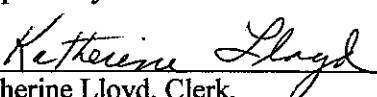
John Lillich moved adjourn. Seconded by Ron Lewis.

Voice vote. All in favor. **Motion Passes.**

Consensus: Enjoy the weekend. Good night and Be well!

The meeting was adjourned at 7:40 p.m. by Chairman Tom Elliott.

Respectfully Submitted:


Katherine Lloyd, Clerk,


Chairman

9/3/20
Date Approved